



## GENERAL LEAVE INFORMATION

### Directive 4 - 101

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#### I. PURPOSE

The purpose of this Directive is to provide an overview of information relating to General Leave.

#### II. POLICY

All members of the Department of General Services Maryland Capitol Police (DGS-MCP) should familiarize themselves with the various forms of leave available to them.

#### III. GENERAL LEAVE INFORMATION

A. ANNUAL – Full time employees earn annual leave as follows:

<u>Service Years</u>	<u>Rate/Hrs.</u>	<u>Total/Year</u>
1 through 5	1 hr. for ea. 26 hrs. worked	10
6 through 10	1 ½ hrs. for ea. 26 hrs. worked	15
11 through 20	2 hrs. for ea. 26 hrs. worked	20
21 and above	2 ½ hrs. for ea. 26 hrs. worked	25

1. For the first six months of employment, no Annual Leave is earned. After completion of six months, the employee is credited with Annual Leave at the rate of 1 hour for each 26 hours worked during the initial six months period.
2. Annual leave is not earned for any time worked which is not part of the standard work week.
3. Maximum accumulation which may be brought forward into a new calendar year – 75 days.

#### B. SICK

1. Each employee shall be credited with one and one half hours of Sick Leave for each 26 hours worked starting with the first day of employment. Total earnings equal 15 days per year and accumulation is unlimited.
2. Sick Leave is not earned for hours worked in excess of the standard work week.

### C. PERSONAL

Each employee, except temporary employees, is entitled to six days personal leave with pay at the beginning of the first full pay period in the calendar year. New employees are entitled to:

- 6 days if employment begins between January 1 and February 28
- 5 days if employment begins March 1 and April 30
- 4 days if employment begins May 1 and June 30
- 3 days if employment begins on or after July 1

### D. HOLIDAY LEAVE

1. Employees are entitled to leave in observance of the following legal holidays.

New Year's Day	Columbus Day
Martin Luther King Day	Presidential Election Day *
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	American Indian Heritage Day
Labor Day	Christmas Day

2. Additional holiday leave shall be granted for general and congressional elections (but not for primary elections).

3. Any other legal holiday designated for State employees by the Governor.

### E. LEAVE OF ABSENCE WITHOUT PAY

Leave of Absence Without Pay (LAW) may be granted for up to two years with approval of the Secretary of Budget and Management. A LAW will automatically be requested by the appointing authority when an employee is called to active military duty, is injured in the line of duty and has exhausted all available leave, or is temporarily incapacitated due to physical or mental illness and has exhausted all available leave. Under most circumstances, employees ready to return from LAW exceeding 30 days are not guaranteed a position. Procedures for requesting LAW are available from the DGS Personnel Division.

### F. MILITARY LEAVE

Employees who are members of the Armed Forces, Reserves or National Guard will be allowed not more than 15 days per year of Military Leave without loss of pay or leave when engaged in authorized training exercises. Procedures for requesting are available from the DGS Personnel Division.

#### G. JURY DUTY

1. Time off without loss of pay or charge to any earned leave is given to employees who have been selected for Jury Duty.
2. If the employee's services are not required and the employee is dismissed for the day, if time permits, the employee is required to return to work.

#### H. LEGAL ACTION/SUMMONS

An employee will not be given time off without loss of pay or charge to any earned leave if summoned as a witness in a court action, before a grand jury, before an administrative agency, or for a deposition, **provided the employee is not a paid witness or party in the action.**

#### I. STATE EMPLOYMENT EXAMINATIONS & INTERVIEWS

The employee may be given up to 4 hours leave without loss of pay or charge to any earned leave for the purpose of taking state employment examinations and attending interviews for State positions.

#### J. ACCIDENT LEAVE

The Department of General Services Maryland Capitol Police recognizes that the State's provision of paid Accident Leave is a valuable benefit to the employee. It provides for an income, with no charge to any earned leave, when an employee is temporarily unable to work due to a job-related accident.